SAINT JOAN OF ARC SCHOOL

Clearance/Certification Checklist

DIRECTIONS: Complete entire form and submit with required Clearances/Certifications.
Incomplete packets CANNOT be processed and will be returned.
Documents MUST be dated within 1 Year of Submission.
www.youthprotectionhbg.com

Name: _____ _____
Last *First* *Maiden*

Email Address_____

Phone Number__(_____)_____-_____

I am submitting documentation as:

☐ Volunteer (complete PART I & PART II)
☐ Staff (complete PART I & III)
☐ Teacher (complete PART I & III)
☐ Vendor (complete PART I & III)

PART I Have you obtained the following?

YES	NO	Clearance/Certification	Issue Date
☐	☐	Pennsylvania Child Abuse History form (Act 151)	___ / ___ / 20___
☐	☐	Pennsylvania State Police Criminal Record Check (Act 34)	___ / ___ / 20___
☐	☐	Mandated Reporter Training Certificate (Act 31 & Act 126) (University of Pittsburgh Online Video Training)	___ / ___ / 20___

PART II Have you obtained the following?

YES	NO	Clearance/Certification	Issue Date
☐	☐	Adult Unpaid Disclosure Statement	___ / ___ / 20___

Have you been a continuous Pennsylvania resident for the past (10) years?

☐	Yes	If yes, no further action required.	
☐	No	If no, FBI Fingerprint Based Background Check required. (Act 114)	___ / ___ / 20___

PART III Have you obtained the following?

YES	NO	Clearance/Certification	Issue Date
☐	☐	FBI Fingerprint Based Background Check (Act 114)	___ / ___ / 20___
☐	☐	Adult Paid Disclosure Statement	___ / ___ / 20___
☐	☐	Professional Ethics & Educator Discipline Training (Act 126)	___ / ___ / 20___
☐	☐	Arrest/Conviction Report and Certification (Act 24/82 PDE-6004)	___ / ___ / 20___
☐	☐	Sexual Misconduct/Abuse Disclosure Release(s) (Act 168)	

PART IV Office Use Only

YES	NO	Clearance/Certification
☐	☐	Act 168 (Record of Disclosure)

Upload Date ___ / ___ / 20___

Updated January 27, 2019